



## U.S. MISSION Job Announcement

**Rivadh – Jeddah - Dhahran**

**04-104**

**VACANCY ANNOUNCEMENT - JEDDAH**

**10/23/04**

**OPEN TO:** All interested candidates

**POSITION:** WAE Nurse, FSN-8; FP-6

**OPENING DATE:** Saturday, October 23, 2004

**CLOSING DATE:** COB Saturday, November 6, 2004

**WORK HOURS:** When Actually Employed

**SALARY:** \*NOR: US\$33,697 p.a. (Starting salary – to be prorated on actual hours worked - Position Grade: FP-6 to be confirmed by Washington)

\*Ordinarily Resident: SR. 66,683 p.a. (Starting salary – to be prorated on actual hours worked - Position Grade: FSN-8)

**NOTE: ALL APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in Jeddah is seeking an individual for the position of WAE (When Actually Employed) Registered Nurse in the Health Unit.

### **BASIC FUNCTION OF POSITION**

Serve as primary source of ambulatory health care for the official U.S. Consulate employees and their eligible family members. May be required to work part-time/full-time, from 1 hour to 40 hours per week, Saturday through Wednesday, from 8 a.m. to 5 p.m., and must be flexible to work as required.

A copy of the complete position description listing all duties and responsibilities is available at the Consulate HR Office.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. ***Required Education:*** Graduate of an accredited 3-4 year School of Nursing.
2. ***Required Experience:*** Possession of a valid State license, or its equivalence, as a Registered Nurse is required at time of appointment and must be maintained throughout employment. 3 years of professional nursing experience, at least 6 months of which must have been spent in one of the following nursing areas: occupational health, family medicine, ambulatory care, medical/surgical or emergency room nursing.
3. ***Language Requirements:*** Level 4 (Fluent) in English with fluency in the use of professional medical terminology.
4. ***Knowledge/Other Criteria:*** Must possess a thorough knowledge of nursing principles and procedures and of the nursing process (assessment, nursing diagnosis, plan, intervention, and evaluation) in caring for individuals of all age groups. Physical examination skills include, but are not limited to, monitoring vital signs, administering vision and hearing testing and performing electrocardiograms.
5. ***Other Skills:*** Knowledge of modern medical office procedures and methods including telephone communications, office systems, and record keeping. Skills in operating a personal computer, including basic keyboarding/typing skills, and various software packages. Incumbent must be flexible as needs arise and possess willingness to acquire new skills and adapt to a changing environment.
6. ***Interpersonal skills:*** Incumbent must possess excellent interpersonal skills with the ability to communicate, collaborate and negotiate at all levels with individuals and groups. Demonstrate professional and personal credibility. And, must be able to work independently and as part of a team.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

## **TO APPLY**

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171 or OF-612); or

2. Resume; or
3. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

In person: HR Office, American Consulate General, Jeddah

By mail: Human Resources Office, Jeddah

Address: P. O. Box 149, Jeddah 21411

### **POINT OF CONTACT**

Human Resources Office

Telephone: 966-2-667-0080 Ext. 4105/4485

FAX: 966-2-669-3074

### **DEFINITIONS\***

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE: COB SATURDAY, NOVEMBER 6, 2004**

***An Equal Opportunity Employer***

**Drafted:** HR: AElsafy; MShah

**Cleared:** RMO: CHughes; A/MGT:RAPuckett; HRMO: MAGray; FMC/D:WLauritsen

**Approved:** Mgmt/C: AGJMayberry